Our Mission: IHCDA helps build strong communities by providing financial resources and assistance to qualified partners throughout the State of Indiana in their development efforts. A primary focus of IHCDA is providing a continuum of housing from homelessness to homeownership, with a focus on low to moderate income Hoosiers.

Underwriting Manager

To be considered for this position, applicants must:

Email a resume, cover letter, and a one to three page professional writing sample to Elyse Fenneman at EFenneman@spd.IN.gov and Matt Rayburn at MRayburn@ihcda.IN.gov with the title of the position in the e-mail subject line.

Additionally, candidates will also need to apply to job ID 584310 via the state's job bank at www.in.gov/spd. To apply, click on:
  -Employment Opportunities
  -Apply Now
  -Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCDA's Indianapolis headquarters and applications are being accepted until further notice.

Job Description:

IHCDA   Job Expectations

Title	Underwriting Manager	Exempt
Reports to	Director of Real Estate Production	**Date last revised:** April 2013
Supervises	Underwriters	
Summary	The Underwriting Manager contributes to fulfilling the IHCDA mission and meeting strategic and annual IHCDA operational and program goals by participating as part of a team that makes investment decisions, prepares/evaluates new proposals and assist in the underwriting of housing production applications.	
Evaluation of performance	Performance will be evaluated based on achieving key outcomes described in this job description, including specific goals, deadlines, and other quality indicators; working effectively in a team environment; interacting positively with partners and demonstrating customer service; and working efficiently and effectively within required specifications, policies, and standards established by IHCDA and its associated governing entities.	

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Key outcomes expected	- Assist in the overall planning, development, administration of the assigned fiscal or related administrative support programs or services including but not limited to the underwriting process, loan origination, and business practices in the overall planning, development, implementation, and administration of real estate production. - Assist in general aspects of policy development and program planning, and coordination as related to assigned responsibilities and assist in the evaluation of the effect of policy and new programs including but not limited to reviewing and analyzing real estate production processes and making recommendations for changes to improve efficiency, accuracy, and timeliness. - Review and/or revise programs in area of responsibility to ensure compliance of operations with laws, regulations, policies, plans, and procedures. - Assist in preparing annual revisions to applications and other guides and documents for IHCDA's real estate production. - Initiate or participate in the development, implementation, or interpretation of new or revised programs as directed. - Work with the Chief Real Estate Development Officer to identify underwriting, construction oversight, and asset management, and program strategies to ensure the long-term feasibility of properties assisted with IHCDA resources. - Contribute to the final evaluation and recommendation of applications for funding, including the suggested financial structure and recommended funding amounts. - Perform other duties and responsibilities as assigned by Chief Real Estate Development Officer. - Coordinate and attend site visits for potential development sites within the state of Indiana. - Chair the loan selection committee. - Monitor construction loans and recommend (for or against) converting to term loan. - Analyze troubled loans, determine appropriate action to take under workout-write-off policies. - Work with General Counsel regarding all loan documents and with CFO regarding quality of proposed collateral. - Chair the loan modification committee and make recommendations on all requests for modifications - Responsible for loan closings. - Initial processor of loan draws. - Monitor an existing real estate loan portfolio to ensure proper risk ratings and early identification of potential problems - Prepare general correspondence including memos to IHCDA Board of Directors and award notifications. - Responsible for promulgating manuals and guidelines for the Underwriting Department Effectively manage others: - Provide leadership to the department in all areas, including customer service, and professionalism. - Effectively perform all managerial functions of interviewing, coaching, training, disciplining, and evaluating performance, according to IHCDA practices. - Hold employees accountable for meeting goals and assignments and take appropriate steps when problems occur. - Provide oversight to the Underwriters and Closing Agent.

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Key outcomes expected continued	Ensure the department is transparent with policy and procedures by releasing Department Notices to the public/partners.
	Ensure quality awards are made to applicants that have been underwriting per IHCDA guidelines and the property will remain affordable and an asset to the community without undue enrichment to development team members.
	Work closely with the other Production staff to ensure regulatory requirements are being consistently and effectively being followed.
	Work closely with the Chief Real Estate Production Officer to ensure effective and efficient operations are in place.

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Critical skills, knowledge, and behaviors	Proficient knowledge of financial statement analysis, general accounting, cash flows and mortgage interest calculations. Experience with appraisal review, financial analysis and income property valuation. Demonstrated ability to develop and lead a high performing team. Able to confidently and professionally interact with highly educated professionals on a day-to-day basis, such as the real estate developers and attorneys which make up IHCDA's partners, as well as the IHCDA Board of Directors Highly analytical thinking with demonstrated talent for identifying, scrutinizing, improving, and streamlining complex work processes. Results-driven achiever with exemplary planning and organizational skills, along with a high degree of detail orientation Exceptional listener and communicator who effectively conveys information verbally and in writing. Resourceful team player who excels at building trusting relationships with clients and colleagues. Applicable knowledge of Microsoft Office applications. Strong time management skills and ability to operate under demanding deadlines Ability to multitask, manage and maintain numerous transaction files at the same time Ability to work independently with minimal supervision Able to effectively communicate with a variety of individuals with diverse backgrounds, education, and economic levels. Demonstrates strong presentation skills. Can facilitate both large and small group presentations. Demonstrates customer service orientation. Proactive in anticipating and alerting others to problems with projects or processes. Able to prioritize, organize tasks and time, and follow up. Performs responsibilities efficiently and timely.
Education, experience, degrees, licenses	Bachelors Degree Required; J.D., MBA or other relevant advanced degree a plus 3-5 years relevant job experience in real estate, law, finance or banking required Minimum 2 years' experience leading a team Section 42, HOME, or CDBG experience a plus.

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Work environment and physical demands	Work is performed in an office environment. Must be able to work proficiently with computers and other office equipment. Required to visit off-site locations through the State of Indiana periodically throughout the year.